

3.1.3.2.1-124

The capability shall be provided to mark the T&A in error status if the employee is part time (Work Schedule = P, S, or T) and the total pay period reported hours (week one plus week two) is less than the scheduled Part-Time Hours.

3.1.3.2.1-125

The capability shall be provided to convert Military Leave hours to days as follows.

Compressed Work Week Flag = Blank

Reported Hours / 8

Compressed Work Week Flag = 'Y'

Reported Hours / 8 rounded down to whole days **

** If reported hours equals 72, days shall equal 8 instead of 9.

3.1.3.2.1-126

The capability shall be provided to mark the T&A in error status if the employee is receiving availability pay (Availability Pay: Hourly Rate not = 0) and the Compressed Work Week Flag = Y.

OUTPUTS

The following outputs result from the T&A process.

3.1.3.2.1-200

Employee database updates of T&A reported hours inputs as specified for T&A in Appendix F.

3.1.3.2.1-201

T&A reported hours control. Refer to Core Report 972.

3.1.3.2.1-202

Biweekly totals of reported hours for each employee and pay block. Refer to Core Report 100.

3.1.3.2.1-203

Error and information messages from T&A data entry. (Interactive Responses and Core Report 201 produced after batch T&A process.)

3.1.3.2.1-107

The capability shall be provided to mark the T&A in error status if Graduate Leave is reported by permanent, full-time Coop employees (Position Code = 0).

3.1.3.2.1-108

The capability shall be provided to mark the T&A in error status if Credit Hours Leave is reported by appointees with Pay Plan equal to ES or EX or employees not on flexi-tour (Flexi-Tour Indicator = blank).

3.1.3.2.1-109

The capability shall be provided to mark the T&A in error status if Restored Leave is reported by worker trainees (Position Code = 4).

3.1.3.2.1-110

The capability shall be provided to mark the T&A in error status if Military Leave is reported by the following.

- Part-time Coops (Position Code = 1, Tenure Code = 1 or 2)
- Temporary Employees (Position Code = 1, 3, or 5 and Tenure Code = 0 or 3)
- Youth Opportunity (Position Code = 2)
- Military Leave: Used B/W Hours > (Military Leave: Bal Days FYTD x 8)
- Value is not a multiple of 8 when Compressed Work Week Flag equals blank

3.1.3.2.1-111

The capability shall be provided to mark the T&A in error status for any employee whose work schedule is intermittent (Work Schedule = I) and any leave is reported.

3.1.3.2.1-112

The capability shall be provided to mark the T&A in error status when COP Leave is reported unless at least one value of COP Leave Date Limit has been previously established for the employee.

REPORT 457 CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY NEW PAYROLL
HIRE REPORT

PURPOSE: To provide a report of new hires and a dataset of new hires to be transmitted to the Office of Child Support Enforcement Program, Department of Health and Human Resources

CONTENT: All employees hired during the selected pay period.

SEQUENCE: Employee SSN within center.

REPORT NO: 457
 SEQUENCED BY: SSN,

SUBJECT TO PRIVACY ACT OF 1974
 NASA PERSONNEL AND PAYROLL SYSTEM
 HYPERSTATION CENTER
 CHILD SUPPORT ENFORCEMENT PROGRAM BIWEEKLY NEW HIRE REPORT
 FOR YYYY/MM/DD THRU YYYY/MM/DD

PAGE:
 DATE:
 TIME:

SSN	EMPLOYEE NAME	EMPLOYEE HOME ADDRESS	ENTER ON DUTY DATE
AAAAAAAA	BBBBBBBBBBBBBBBBBBBB	CCCCCCCCCCCCCCCCCCCC	DDDDDDDD

- A. Employee SSN
- B. Employee Name
- C. Employee Address
 - Address Line 1 - NPS2.ADDRESS-FILE.ADDR-HOME-1
 - Address Line 2 - NPS2.ADDRESS-FILE.ADDR-HOME-2
 - CITY, STATE, ZIP
- D. Enter on Duty Date YYYYMMDD

SELECTION CRITERIA:

- Installation equals user designated center code
- Enter on Duty Date between user designated beginning date and user designated end date. (Default is current pay period beginning and ending dates.)

REPORT 458 CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY PAYROLL
WAGE REPORT

PURPOSE: To provide a report of quarterly wages and employee count per center. A dataset containing all employees with QTD wages greater than zero is also created for transmission to the Office of Child Support Enforcement Agency, Department of Health and Human Services

CONTENT: All employees with QTD wages > 0 for the selected quarter.

SEQUENCE: By employee SSN within selected Quarter Ending Date by Center.

REPORT NO: 458

SUBJECT TO PRIVACY ACT OF 1974
NASA PERSONNEL AND PAYROLL SYSTEM
JOHNSON SPACE CENTER/ARXB

PAGE:
DATE:
TIME:

CHILD SUPPORT ENFORCEMENT PROGRAM QUARTERLY WAGE REPORT
FOR QUARTER ENDING YYYY/MM/DD

EMPLOYEE COUNT =	AAA	QUARTERLY WAGES FOR CENTER =	BBBBBBB
	115		243669.80

- A. Count of employees in selected center with HIT EARN QTD > 0 for selected quarter
- B. Total of employees' QTD wages in selected center for selected quarter

SELECTION CRITERIA:

- Installation equals user designated center code
- Pay period ending date equal to quarter ending date selected on parameter screen.

REPORT 27

ADMINSTAR REFRESH OF ORG

PERSONNEL

PURPOSE: To provide information about changed Organization records.
CONTENT: Output of changed Organization records.
SEQUENCE: By Center, Organization Assigned
Totals Org

NEBAS08 PAGE:	ORGANIZATION DUMP ORGANIZATIONS WORK FILE	DATE TIME
//ORG ARXB AA111 DIRECTORS OFFICES	971217 980208	
AAAA BBBB CCCCCCCCCCCCCC	DDDDD EEEEE	
TOTAL ORG: F		

SUBJECT TO PRIVACY ACT OF 1974

- A. Center
- B. Organization Assigned
- C. Organization Description
- D. Payperiod Begin Date
- E. IMFH Date Recorded
- F. Total Orgs

REPORT 28 ADMINSTAR REFRESH OF LEARNER

PERSONNEL

PURPOSE: To provide information about changed personnel records.
CONTENT: Output of changed personnel records.
SEQUENCE: By Center, Organization Assigned

NEBAS01A		LEARNER		DATE
PAGE:		DUMP LEARNERS WORK FILE		TIME
INST	ORG ASGN	NAME	SSN	
ARXB	BG111	DOE, JOHN	222-22-2222	
AAAA	BBBBB	CCCCCCCCCCCCCCCCCCCC	DDDDDDDDDD	
SUBJECT TO PRIVACY ACT OF 1974				

- A. Center
- B. Organization Assigned
- C. Name
- D. SSN

EXTERNAL INTERFACE TAPE SPECIFICATIONS

SOURCE DATA SPECIFICATIONS FOR U.S. TREASURY DEPARTMENT INTERFACE TAPES.....	N - TD - 1
BOND TAPE	N - BOND - 1
EFT TAPE	N - EFT - 1
NON EFT TAPE	N - NONEFT - 1
SOURCE DATA SPECIFICATIONS FOR SOCIAL SECURITY ADMINISTRATION INTERFACE TAPES	N - SSA - 1
SOURCE DATA SPECIFICATIONS FOR USDA NATIONAL FINANCE CENTER INTERFACE TAPES	N - USDA - 1
SOURCE DATA SPECIFICATIONS FOR NEBA INTERFACE TAPES.....	N - NEBA - 1
SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS BIWEEKLY NEW HIRES FILE.....	N - NEWHIRE - 1
SOURCE DATA SPECIFICATIONS FOR NATIONAL DIRECTORY OF NEW HIRES/CHILD SUPPORT ENFORCEMENT/HHS QUARTERLY WAGES FILE.....	N - QWAGE - 1
<u>SOURCE DATA SPECIFICATIONS FOR CALIFORNIA STATE QTD INTERFACE TAPES.....</u>	<u>N - CAQTD - 1</u>
<u>SOURCE DATA SPECIFICATIONS FOR ADMINSTAR INTERFACE ORGANIZATION</u>	<u>N-ADMIN-1</u>
<u>PERSONNEL</u>	<u>N-ADMIN-2</u>

**SOURCE DATA SPECIFICATIONS FOR
AGENCYWIDE ADMINSTAR
INTERFACE FILES**

Organization Data Record

Field Number	Length	Column	Source Data Field	Remarks
1	5	1-5	Org code	
2	4	6-9	Installation	
3	55	10-64	Description	

Personnel Data Record

Field Number	Length	Column	Source Data Field	Remarks
1	9	1-9	SSN	
2	22	10-31	Lastname	
3	12	32-43	Firstname	
4	1	44	Middle	
5	5	45-49	Installation	
6	10	50-59	Org Code	5 blanks + org code
7	10	60-69	Location	
8	1	70	Sex	
9	11	71-81	SSN	
10	10	82-91	Birthdate	
11	1	92	Ethnic Origin	
12	10	93-102	Mailcode	
13	1	103	Supervision Code	'1'
14	25	104-128	Blank	
15	25	129-153	Blank	
16	25	154-178	Blank	
17	25	179-203	Blank	
18	25	204-228	Blank	
19	25	229-253	Blank	
20	25	254-278	Blank	
21	25	279-303	Blank	
22	25	304-328	Blank	
23	25	329-353	Blank	
24	53	354-406	Blank	

CALIFORNIA STATE QTD TAX "TAPE" SPECIFICATIONS **APPENDIX N**

<u>Tape</u>	<u>Density</u>	<u>Rec</u> <u>Size</u>	<u>Blk</u> <u>Size</u>	<u>Rec</u> <u>Type</u>	<u>LABEL</u>
CAL QTD	6250	275	6875	FB	see JCL

Record Identifier

Remarks

E	Employer Records; a separate "E" record for each California State account number a branch reported on the tape file. All "S" records associated with the "E" record must follow.
S	Employee Records; the employee records are in SSN order. The employee name field has the surname first, as identified by a "name code" in the "E" record.
ST	California State Total Record; this record contains totals from the preceding "S" records. This is the last record on the Tape.

An "E" record must have at least one "S" record.

**California QTD State Tax Tape
(Record Identifier "E")**

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "E"
2	22	2-23	Blanks	
3	50	24-73	Employer Name	Left justified, blank fill Hard coded (*)
4	85	74-158	Blanks	
5	1	159	Name Code	Hard coded "S" for Surname first
6	1	160	Blank	
7	2	161-162	Blocking Factor	Hard coded "25" which needs to agree with the JCL
8	113	163-275	Blanks	

(*) NATIONAL AERONAUTICS SPACE ADMINISTRATION

CALIFORNIA STATE QTD TAX "TAPE" SPECIFICATIONS (Record Identifier = "S")

Field Number	Length	Column	Source Data Field	Remarks
1	1	1	Record identifier	Always "S"
2	9	2-10	PAY-SSN	
3	27	11-37	PAY-NAME-LAST,PAY-NAME-FIRST PAY-NAME-MI,PAY-NAME-SUFFIXname parts	Spaces between
4	86	38-123	Blank	
5	2	124-125	State Code	Always "06"
6	1	126	Wage Plan Code	Hard Coded "P"
7	1	127	Blank	
8	4	128-131	Reporting Period	Program date algorithm uses system date. (no century)
9	9	132-140	QTD wages subj	ZEROS entered
10	24	141-164	Blanks	
11	12	165-176	State Employee Account Number	Assigned by California Left justified zero fill right, "805052090000" hard coded.
12	8	177-184	Blanks	
13	9	185-193	FRMR-ST-EARN-QTD(1-3) FRMR-ST-NPS-EARN-QTD(1-3) PCS: ERNGS SUBJ STATE TAX QTD PAY-QTD-STTX-EARN	No negative amounts No commas or decimals. Total earnings subj to CA state tax.
14	8	194-201	FRMR-ST-DED-QTD(1-3) FRMR-ST-NPS-EARN-QTD(1-3) PCS: STATE TAX WITHHELD QTD PAY-QTD-STTX-DED	Total CA state withheld
15	74	202-275	Blanks	

CALIFORNIA STATE QTD TAX "TAPE" SPECIFICATIONS
(Record Identifier = "ST")

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	Record identifier	Always "ST"
2	1	3	Blank	
3	7	4-10	Total number "S" records	Calculated
4	1	11	Blank	
5	2	12-13	State Code	Always "06"
6	1	14	Blank	
7	14	15-28	Zeros	Numeric Field
8	1	29	Blank	
9	14	30-43	Total CA taxes withheld	Sum of total tax withheld (sum of field 14 on "S"Rec)
10	1	44	Blank	
11	7	45-51	Zeroes	Numeric Field
12	1	52	Blank	
13	7	53-59	Zeroes	Numeric Field
14	1	60	Blank	
15	7	61-67	Zeroes	Numeric Field
16	1	68	Blank	
17	14	69-82	Total Wages	Sum of total wages (Sum of field 13 on "S"Rec)
18	193	83-275	Blank	

Note: The "NumericField"s above must be zero filled.

W-4 NEW HIRE DATASET
W4 Transmitter Record (H4 Header Record)

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'H4'	Identifies header record
2	2	3-4	Blank	State FIPS code (for states only)
3	9	5-13	INSTALL-FED-ID-W2 from NPS2-INSTALL-TBL for Marshall 630422638. Will be Marshall number for all centers because Marshall is the transmitter	Federal Agency Code (for federal agencies only)
4	2	14-15	'W4'	'W4' for W4 data
5	1	16	Blank	
6	2	17-18	'01'	Must be '01', controlled by OCSE
7	8	19-26	YYYYMMDD system date	Format = YYYYMMDD Must be current system date of file generation
8	6	27-32	000001 for first transmission. 000002 for re-transmit, etc.	Sequential number to identify a submission as unique
9	769	33-801	Blank	Spaces To be used for future versions

Field Number	Length	Column	Source Data Field	Remarks
12	4	226-229	NPS2-ADDRESS-FILE Rightmost 4 positions of NPS2-HOME-ZIP	If present, must be numeric
13	2	230-231	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995)
14	25	232-256	Blank	If present, at least two characters
15	15	257-271	Blank	
16	8	272-279	NPS2-PAY-MASTER PAY-BIRTH-DATE - YYYYMMDD	If present, numeric Format - YYYYMMDD
17	8	280-287	NPS2-PAY-MASTER PAY-EOD-DATE - YYYYMMDD	If present, numeric Format - YYYYMMDD
18	2	288-289	NPS2-PAY-MASTER PAY-STATE-CODE	Alphabetic state or territory abbreviation
19	9	290-298	NPS2-INSTALL-TBL INSTALL-FED-ID-W2 for Marshall	Federal Employer Identification Number
20	12	299-310	Blank	If no FEIN is available, send the State EIN. If present and less than 12 characters, left justify
21	45	311-355	NPS2-INSTALL-TBL INSTALL-NAME	At least two characters FEIN address from W4
22	40	356-395	NPS2-INSTALL-TBL INSTALL-ADDRESS	At least two characters
23	40	396-435	Blank	

Quarterly Wage Transmitter Record

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'HQ'	Identifies header record
2	2	3-4	Blank	State FIPS code (for states only)
3	9	5-13	INSTALL-FED-ID-W2 from NPS2-INSTALL-TBL for Marshall 630422638. Will be Marshall number for all centers because Marshall is the transmitter	Federal Agency Code (for federal agencies only)
4	2	14-15	'QW'	'QW' for quarterly wage data
5	1	16	Blank	
6	2	17-18	'01'	Must be '01', controlled by OCSE
7	8	19-26	YYYYMMDD system date	Format = YYYYMMDD Must be current system date of file generation
8	6	27-32	000001 for first transmission. 000002 for re-transmit, etc.	Sequential number to identify a submission as unique
9	569	33-601	Blanks	Spaces To be used for future versions

Quarterly Wage Data Record

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'QW'	Identifies data record
2	9	3-11	NPS2-PAY-MASTER PAY-SSN	As reported by employee
3	16	12-27	NPS2-PAY-MASTER PAY-NAME-FIRST	At least one character No special characters
4	16	28-43	NPS2-PAY-MASTER PAY-NAME-MI	If non-blank, must be at least one character. No special characters.
5	30	44-73	NPS2-PAY-MASTER PAY-NAME-LAST	At least one character. No special characters, except for hyphen
6	11	74-84	NPS2-PAY-MASTER PAY-QTD-HIT-EARN	Last two positions are decimal places. No negative values, zeroes, are allowed. Gross amount paid within the quarter.
7	5	85-89	Format = QYYYY	Format = QYYYY for calendar year. User input parameter Q = 1 for Jan - Mar Q = 2 for Apr - Jun Q = 3 for Jul - Sep Q = 4 for Oct - Dec
8	9	90-98	NPS2-INSTALL-TBL INSTALL-FED-ID-W2 For Marshall	Federal Employer Identification Number.
9	12	99-110	Blank	If present and less than 12 characters, left justify

Field Number	Length	Column	Source Data Field	Remarks
10	45	111-155	NPS2-INSTALL-TBL INSTALL-NAME	At least two characters FEIN address
11	40	156-195	NPS2-INSTALL-TBL INSTALL-ADDRESS	At least two characters
12	40	196-235	Blank	
13	40	236-275	Blank	
14	25	276-300	NPS2-INSTALL-TBL NPS2-ADDR-CITY	At least two characters
15	2	301-302	NPS2-INSTALL-TBL NPS2-INSTALL-ST	Valid state or territory abbreviation
16	5	303-307	NPS2-INSTALL-TBL Leftmost 5 position of INSTALL-ADDR-ZIP	
17	4	308-311	NPS2-INSTALL-TBL Rightmost 4 positions of INSTALL-ADDR-ZIP	If present, must be numeric
18	2	312-313	Blank	Refer to U.S. Department of Commerce FIPS code manual, National Institute of Standards and Technology, FIPS Pub 10-4 (April 1995)
19	25	314-338	Blank	If present, at least two characters
20	15	339-353	Blank	This address will be blank if only collecting one address. If there is a second address, it should be the address where child support orders should be sent.